

Skip Navigation

STAFFING REPORTS ADMIN LOGOUT

CBP Minneapolis Hiring Center 

Current Vacancy

Vacancy 1075412 

Preview

New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Announcement
Assignments
Specialty/Grade
Locations
Templates
Overview
Duties
Qualifications/Evaluation
How to Apply
Benefits/Other
Questionnaire
Preview
Applicants
Referral
3 Case File Docs

Announcement Number MHCMP-1075412-MLM	USAJOBS Control N 364574000
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Release to USAJOBS
Update USAJOBS	Last Released 3/17/2014 3:37:42 PM

Security Clearance: Not Applicable

Supervisory Status: No

**Customs & Border Protection (CBP): Securing America's Borders**

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilient magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to provide legal support of those executing the level. This position starts at a salary of \$54,035 (GS-9 step 1) with promotion potential to \$84,990 (GS-11 step 10). Apply for this exciting opportunity to performing paralegal activities such as reviewing and finalizing claims, preparing cases, and participating in the work of a paralegal team.

**Who May Apply:**

Current U.S. Customs and Border Protection employees with competitive status.

For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/qc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/qc_1303762131481.shtm).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Field Operations, New York Field office, Port of New York and New Jersey.

One or more selections may be made using this job opportunity announcement. Eligible applicants may also apply through MHCMP-1075411-MLM (GS-11).

Travel Required: Not Required

Relocation Authorized: No

You must be a U.S. Citizen to apply for this position

You may be required to pass a background investigation

Males born after 12/31/1959 must be registered with Selective Service

Primary U.S. residency for the last three years (see "Other Information")

You may be required to pass initial and random drug testing

In this Paralegal Specialist position you will become a key member of a team of Homeland Security professionals providing key legal support for the law enforcement community. Typical work assignments include:

- Performing legal support work arising from seizures, penalties, and liquidated damages assessed under applicable laws and regulations
- Reviewing and finalizing claims for liquidated damages and penalty cases
- Preparing synopses of cases including alternatives and recommended solutions
- Holding conferences with the importing public to provide status of cases or required procedures

**GS-9:** You qualify at the GS-9 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties participating in the substantive development of fines, penalties and forfeiture cases by analyzing and evaluating seizure, fraud, liquidated damages and interest, and recommending the disposition of cases; reviewing all case documents and evidence to determine nature of violation; and correlating all evidence information obtained from other U.S. Customs and Border officials.

**GS-11:** You qualify at the GS-11 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties reviewing and processing cases within assigned authority through to solution; receiving, examining and evaluating petitions filed by individuals, corporations, and seizures, penalties or liquidated damages; and reviewing and making decisions as to acceptability of evidence in fraud cases, significant seizure cases and other matters.

**Education Substitution:**

**GS-9:** You may substitute a Master's degree or 2 full years of graduate education in any field or a L.L.B. or J.D. degree for the experience required at the GS-9 level. Such education must have been obtained in an accredited college or university and demonstrate the skills necessary to do the work. Check with your school to determine if your education meets the requirements. If that information is not available, use 36 semester or 54 quarter hours.

**GS-11:** You may substitute a Ph.D. or an equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree for the experience required at the GS-11 grade level. Such education must have been obtained in an accredited college or university. Check with your school to determine if your education meets the requirements. If that information is not available, use 54 semester or 81 quarter hours. You are required to submit proof of your education.

**Combining Experience and Education:** To combine your education and experience, you must convert each to a percentage, and then add the percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in the next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 24. Add your percentages of education and experience. The two percentages must total at least 100%.

You must:

